

RECYCLED PRODUCT PROCUREMENT POLICY FOR THE TOWN OF NATICK

Consistent with the Town of Natick's Environmental Policy Statement and in recognition of the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal cost, and serve as a model for private and public institutions, the Town of Natick is committed to purchase products which are environmentally preferable and/or made of recycled materials whenever such products meet quality requirements and are available at reasonable prices and terms.

To the maximum extent practicable, the following standards should be adhered to:

- a) For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tables, notepads and file folders, the minimum content standards shall be no less than 30% post-consumer recycled materials to meet the current state and federal minimum standards.
- b) Town departments will ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.
- c) Town departments will implement or encourage paper use reduction techniques including the use of double-sided copies, sharing and circulating materials, the use of electronic mail and reuse of discarded paper for draft work, scrap paper and internal messages.
- d) For the purpose of measuring the progress of the program each department shall report purchase of recycled products to the Town Administrator (or designee) on July 30 for the previous fiscal year.
- e) Town departments will implement a price preference (10% if possible) to encourage the procurement of recycled and environmentally preferable products.

- f. As of April 1, 2003, the Town's copy center shall double side all multi-impression copies unless specifically requested otherwise by the person bringing in the job.

NATICK BOARD OF SELECTMEN

Paul R. McKinley, Chairman

Jeffrey A. Stern, V. Chairman

John Ciccariello, Clerk

Jay H. Ball

Adopted February 24, 2003

Charles M. Hughes